Section 11.5 FUNCTIONS MENU
Labor and Equipment Distribution Adjustments
To CB (Coding Block) Tab

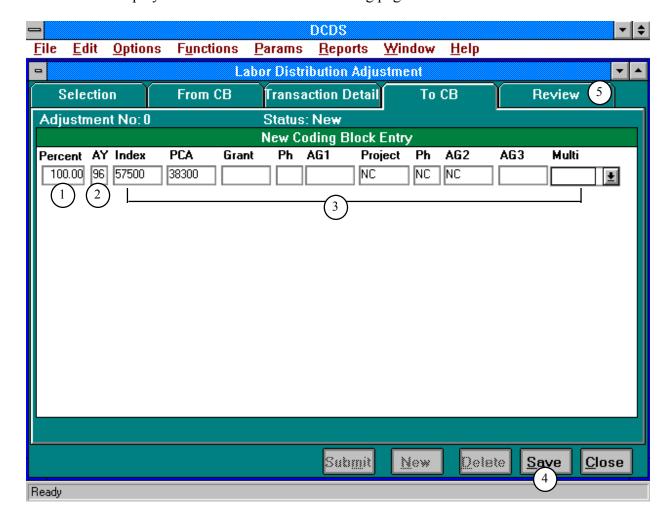|	
Purpose	This section provides the procedures to adjust coding block information by using the **To CB** tab.
Tab	To CB Tab
Reminders	**1.** The To CB tab is accessed through the Functions, Labor Distribution or Equipment Distribution Adjustment items on the menu bar.
	2. The Transaction Detail tab displays the transactions selected in the From CB tab to allow a user to enter an adjustment of coding block information.
	3. An **NC** in a field is the default for all coding block elements and means no change from the original coding block has occurred. If an adjustment is to be entered, the **NC** must be cleared from the field first. If the field is left blank, the inference rules in the Relational Standard Accounting and Reporting System (R★STARS) will apply. For example, an index code may infer other specific coding block elements.
References	*No Specific References*

To CB Tab

The following window is displayed when the To CB tab is clicked from the Transaction Detail tab. The fields displayed are described on the following pages.

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Labor/Equipment Distribution

Section 11.5 - ***To CB Tab***

DCDS Input Procedures - To CB Tab

Follow the steps below to select coding blocks that are to be adjusted.

Step	Field Name	Action
1	Percent	Enter a different percentage amount in the field, if the current coding block should not be charged 100 percent of the labor distribution for the pay period(s). **Note:** The Percent field defaults to 100. If a user changes the 100 in the Percent field, a second row automatically displays with the Percent field displaying 100 minus the first row entry. The Percent fields will always total 100. Each time a percent amount is entered, a new row automatically appears displaying the remaining amount in the Percent field until all the rows total 100.
2	AY*	Enter the appropriation year.
3	Coding Block Elements	Enter the appropriate coding block elements for the adjustment. The adjustment applies to any code that is active at the effective date of the adjustment. **Note:** The 'NC' is the default and must be cleared from the field before the new information can be entered.
4	Save Button	To save all information entered, click on the Save button located at the bottom of the window (or press Alt + S). ■ The information that is saved may be updated until it is submitted. ■ Saving adjustment information will not submit it for approval. An adjustment may be saved many times. If an adjustment is ready to be submitted, click on the Review Tab. Validation occurs only when the adjustment is submitted. Any errors found display on the Errors bottom tab (Review top tab).
5	Review tab	Click on the Review tab to review and to submit adjustment information.

*indicates a required field that must be entered